



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Third District

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Fifth District

April 11, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

HIRING FREEZE GUIDELINES AND PROCEDURES

On July 26, 2010, our office provided to departments updated guidelines and procedures related to the current hard hiring freeze and the freeze on non-essential services, supplies and capital assets. These updated guidelines and procedures incorporated all additions and changes issued this fiscal year. Specific to the hard hiring freeze, we want to take this opportunity to remind departments of the criteria that our office utilizes when approving hiring and promotion requests.

Despite the fact that we face a fourth consecutive year of departmental budget curtailments, with the leadership of the Board, department heads, managers and staff, the County has been able to maintain critical services to our residents during these challenging times. Although there are signs that the economy is beginning to stabilize and improve, we need to be mindful of the challenges that the County still faces. As a result, all departments must continue to review all hiring and promotion requests prior to submitting to our office for approval. We ask that you submit only the most critical requests, clearly state the justification, and be cognizant of the following criteria that our office will be applying when approving hiring and promotion requests:

- Vacant positions will remain frozen unless the vacancy rate is greater than 35 percent for the requesting budget unit (bureau, branch, etc.) within a department, or when a critical need justification is approved by our office;
- Vacant positions will remain unfilled unless it results in a loss of revenue, and where feasible, be backfilled with existing staff that are not revenue offset;
- Vacant positions that generate intrafund transfers should be backfilled only if the services provided are still required and can be paid for by the receiving department;

"To Enrich Lives Through Effective And Caring Service"

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- Vacant positions will remain unfilled unless it results in new or increased costs due to additional overtime requirements or staffing shortages;
- Vacant positions will remain unfilled unless it results in high priority critical service reductions; and
- Vacant positions will remain unfilled unless critical to the accreditation or licensing of the department or an existing program.

We further encourage you to continue to prudently scrutinize all expenditures in your department. Your cooperation will greatly assist the County in achieving both a balanced budget and allowing critical services and programs to continue. If you have any questions regarding the hiring and promotion criteria, please contact your respective Deputy Chief Executive Officer and/or Budget Manager.

Thank you for your cooperation in this matter.

WTF:SK
CA:yjf

c: Each Supervisor